

CHANGES IN PROCEDURES FOR MICROFICHING FILINGS

This is to advise that the New Hampshire Insurance Department is revising its procedures regarding the microfiching of filings.

Effective immediately, filings requested to be microfiched by the NH Insurance Department will be sent to our vendor when they are **approved or acknowledged**. We will no longer wait 60 days after the effective date of the filings to send the filings to be microfiched.

Therefore, any editorial or date changes received after filings are **approved or acknowledged** will be subject to a new microfiche requirement

New Hampshire Code of Administrative Rules - Chapter Ins 3101 Microfiche Filing Standards, in part, reads:

Ins 3101.03 Procedural Requirements:

(b) A request that the insurance department perform microfiching services shall be contained within the initial filing letter and made at any time prior to the expiration of 60 days following rate or form **approval or acknowledgement**. However, if a request that the microfiching be done by the insurance department is not received within 60 days after the approval or acknowledgement date, the department shall arrange for microfiching and billing to the company.

Ins 3101.04 Error in Microfiche Submission:

If a microfiche copy of a filing or report required to be filed with the commissioner is determined to contain incomplete or inaccurate information or to otherwise not comply with this part, the entity that filed shall submit a corrected or a new microfiche copy or request the insurance department to prepare the microfiche copy.

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